

Dear **Sir/Ma'am**,

The Manpower Planning and Monitoring Division (MPMD) of the Department of Tourism (DOT) has the requirement for the **Van Rental** for the conduct of the “Filipino Brand of Service Excellence (FBSE) Train-the-Trainers Course,” on **27 March to 01 April 2023**.

Attached is a copy of the approved Terms of Reference (TOR) for the complete details of the requirements.

Please note that the following Documentary Requirements are also required to be submitted together with your price quotation/proposal:

1. Valid Mayor's/Business Permit,
2. PhilGEPS Registration Number, and
3. DOT-Accreditation Certificate

The **deadline** for the submission of the price quotation/proposal is on or before **20 March 2023 (Monday), 05:00 p.m.**

Thank you.



TERMS OF REFERENCE (Transport Services)

I. PROJECT TITLE:

FILIPINO BRAND OF SERVICE EXCELLENCE (FBSE) TRAIN THE TRAINERS TRAINING FOR REGIONAL TRAINERS

II. BACKGROUND AND PROJECT DESCRIPTION

The Filipino Brand of Service Excellence (FBSE) is one of the flagship programs of the Department of Tourism which envisions to provide tourism and hospitality industry front liners and professionals with a benchmark on how to render excellent service to our tourists the Filipino way, and make it our "brand".

The training aims to instill and propagate the FBSE culture among tourism professionals across the tourism industry, as well as to expand our current pool of trainers in order to help achieve our goal of training 100,000 tourism professionals and stakeholders under the FBSE. The activity will be participated by representatives from all the regions and will be held on March 27 – April 1, 2023 in Metro Manila.

III. MINIMUM REQUIREMENTS FOR BIDDERS

- a. Must be able to provide vehicles in good order and condition;
- b. Must be a DOT-accredited transport provider;
- c. Must be flexible to make adjustments in schedules, if necessary;
- d. Driver must be knowledgeable on the route within Metro Manila; and
- e. Must be willing to provide services on a send-bill arrangement.

IV. SCOPE OF WORK/DELIVERABLES

- a. Three (3) DOT-accredited VAN, fully air-conditioned unit.
 - a. *Whole day vehicle use on **March 27, 2023***
 - b. Enroute Makati/Manila/Pasay/Paranaque to Metro Manila hotel v.v.
- b. Three (3) DOT-accredited VAN, fully air-conditioned unit.
 - a. *Whole day vehicle use on **April 1, 2023***
 - b. Enroute Metro Manila hotel to Makati/Manila/Pasay/Paranaque to v.v.

Other Deliverables/Provisions:

- Well-groomed and Uniformed Drivers knowledgeable of the designated destinations;
- Fuel, toll fees, parking fees, and meals of the drivers must be shouldered by the winning bidder;
- Provision of bottled drinking water for the passengers, if necessary.

V. APPROVED BUDGET FOR THE CONTRACT

Php 49,433.82 inclusive of applicable taxes

VI. TERMS OF PAYMENT

Government Procedure / Send-bill Arrangements

VII. PROJECT OFFICER/CONTACT PERSONS:

ELENITA M. PAREJA / JANINA M. GONZALEZ

Office of Industry Manpower Development

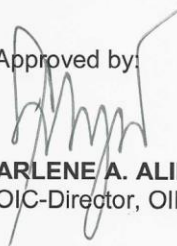
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